



District of Columbia Courts

Internship Program Openings

Division: Civil Division: Landlord & Tenant Branch

Description:

The Civil Division has jurisdiction over any civil action at law or in equity (excluding family matters) brought in the District of Columbia except where jurisdiction is exclusively vested in the federal court. The division is comprised of the following branches: Landlord & Tenant; Civil Actions; Small Claims & Conciliation; and the Quality Review Branch formerly known as Civil Assignment. The Landlord and Tenant Branch processes all actions for the possession of real property and violations of lease agreements.

Responsibilities:

- Assist with the day-to-day operations in the Landlord & Tenant Clerk's Office and Courtroom.
- Assist with the scanning of documents filed in the branch.
- Assist the Interview & Judgment Officer.
- Performs other duties as assigned

Qualifications:

The applicant must be at least in his or her third or fourth year of undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

Please send all application packets to:

Fetneh A. Fleischmann
District of Columbia Courts
Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001
Phone (202).879.2887; Fax (202).879.2889